



Enlisted Distribution Verification Process (EDVP) Tutorial

Feb 2016





Purpose

This training is provided to introduce the format and procedures for performing the Enlisted Distribution and Verification Process (EDVP) which is a replacement of the process used to validate the Enlisted Distribution and Verification Report (EDVR). These changes are necessitated by the implementation of the Billet Based Distribution (BBD) capability within the Career Management System

With the implementation of BBD, the Navy will no longer produce a monthly EDVR. The previously generated report, which was the core deliverable of the EDVR, is replaced by a process that will require commands to accomplish tasks to provide an accurate demand signal to enlisted distribution managers. This instruction is issued to inform the Fleet of the processes required to account for each command's enlisted personnel and billet alignments. Additionally, they will manage NEC skill sets, PRDs, and prospective gains and losses.



Why use the EDVP?

The EDVP is the Navy's enlisted management process under which commands, in conjunction with the Naval Personnel Command (NPC) Enlisted Placement Management Branch (PERS-4013), Type Commanders (TYCOM), Immediate Superior in Commands (ISIC), and Manning Control Authorities (MCAs) will align enlisted Sailors to billet level requirements as reflected on the command's Activity Manpower Document (AMD). The information contained within CMS-ID/BBD will reflect current and prospective Sailors, personnel details such as Navy Enlisted Classification (NEC) codes and career history, and billet data as provided by the authoritative sources via the Authoritative Data Environment (ADE). PERS-4013 will review each command's alignments on a continuous basis and solicit command input for Sailor to billet alignment. If no input is provided by the command, PERS-4013, in its role as the command's advocate, will take actions to ensure an accurate requisition is generated on behalf of the command.



Alignment

- a. Each alignment should best reflect the work that each Sailor has been assigned. The Sailor's rating, paygrade, and NEC codes will be used to determine where the Sailor should be aligned.

- b. The alignment information in CMS-ID/BBD is authoritative and will be the common reference for communicating manning status between an activity, ISIC, applicable TYCOM, MCA, and NPC.

- c. Billets (positions) that are unaligned or aligned with a projected loss (PL) during the order negotiation window (current month through nine months (P9) in the future) will generate a prioritized requisition, which may be advertised via CMS-ID using established MCA business rules.



Roles and Terms

d. Activities should generally designate an Activity Manning Manager (AMM), other than or in addition to the CO, XO, CMC, who will act as the liaison between the activity and the PERS-4013 Placement Coordinator (PC). CMS-ID/BBD will have two levels of access for command monitoring. The AMM access will have unlimited access to personnel information and service record data; it is recommended that only users with a “need to know” this information should be granted an AMM Role. It is recommended that the AMM be the ADMIN Officer, Assistant Maintenance Officer or Personnel Officer. “View Only” role access will allow other command users to view all required data for internal personnel assignments, but will not allow access to PII data. The Commanding Officer may designate additional Activity Manning Managers within their activity to assist in monitoring manning; however, only the CO, XO, CMC, or the designated AMM may submit manning inquiries or alignment changes to the PC.

e. Terms: BBD will introduce a number of new terms and retire others. It is recommended that each AMM review the Terms and Definitions table in the Billet Based Distribution (BBD) User Guide Reference (Which can be located on NPC’s WEB Page: http://www.public.navy.mil/bupersnpc/enlisted/billet_based/Pages/default2.asp).



Continuous and Dynamic Process

The EDVP is designed to be a continuous and dynamic process. Because CMS-ID/BBD will reflect data changes as they occur, it is recommended that weekly reviews are conducted at a minimum. The data changes directly affect:

a. Billet alignments. Each Sailor assigned to permanent duty at a given command will be aligned to the billet that best represents the work the Sailor has been assigned. Billets are identified in CMS-ID/BBD using the unique Billet Sequence Code (BSC) at the command. Systemically the position's Billet Identification Number (BIN) is linked with the personnel identifier of the Sailor (DOD-ID and/or SSN) and is fed to the ADE for storage and linking with other authoritative Navy personnel systems, as required. Sailors aligned to positions created for distribution purposes, but which do not exist on the AMD (ex., excess positions), will have positional attributes captured that best represent the work being performed by the Sailor.



General Process

b. CMS-ID/BBD has an automatic alignment process which will align Sailors to billets based on a number of factors (Rating, Paygrade, all NECs held in inventory including closed-loop NECs, DNEC1, DNEC2, and PRD). An initial baseline of alignments has been coordinated with the command AMM prior to initial implementation and monthly realignment runs will be performed afterwards to consistently provide better Quality of Alignments. Only a subset of a command's Sailors and billets will be eligible for realignment each month; these will include Sailors aligned to excess and unfunded positions, Sailors and billets in unlocked alignments, and vacant billets. AMMs should review their command's alignments and work with their Placement Coordinator to make necessary adjustments prior to the monthly requisition update.

c. As manpower changes submitted via Total Force Manpower Management System (TFMMS) are processed, billet data can change (Rating, Paygrade, NEC). These changes will affect the command's manning requirements and may require a realignment of assigned Sailors.



General Process

d. Change in an assigned Sailor's status may also require an alignment adjustment (example: Sailor is awarded an NEC. The command may wish to realign that Sailor to a billet that requires that NEC.)

e. Prospective Gain (PG). Each prospective gain Sailor (Sailor with orders inbound to an activity) will be aligned to the billet for which they are being ordered.

f. Tentative Gain (TG). Commands will have visibility on positions with a TG identified by the Detailer. TGs will be aligned to the billet for which they are being considered, but until orders are released, the ultimate activity will not be able to see personnel details on the TG.

g. Work assignment within a command. Commands may request a realignment of Sailors within their commands to reflect NEC changes (awards, removals), advancements, departmental or division changes, or a major change in the Sailor's assigned work.



General Process

h. Personnel accounting. CMS-ID/BBD contains significant personnel data which will require regular validation to ensure an accurate enlisted requisition demand signal is produced, as well as accurate readiness reports and other metrics, such as Fit and Fill. This personnel data can be viewed in the Sailor's Personnel Details.

Professional Information

- Sailor Data
- Service Data
- Onboard Activity Data
- Orders Data

Support Information

- Career Waypoint Data
- Security Data
- Exceptional Family Member Data
- Education Data
- ASVAB Data
- Language Data
- Eval/FitRep Data
- PRIMS Data

Special Pays Information

- SRB Data
- AIP Data
- Pro Pay Data
- Past Pro Pay Data
- Flight Pay Data
- Sub Pay Data

Historical Data

- Career History
- Warfare Designator History
- NEC History
- School History



General Information

For DNEC or alignment issues, contact the command's Placement Coordinator (PC). A list of Placement Coordinator's can be found on NPC's Web page:

http://www.public.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx

For PRD issues, contact the Sailor's rating Detailer. For all other data issues, commands are directed to contact their local Personnel Support Office for assistance.



General Information

i. Command Readiness.

(1) Per OPNAVINST 3501.360, the Department of Defense's Defense Readiness Reporting System – Navy (DRRS-N) is the Navy's authoritative readiness reporting system for all Navy commands. Additionally, alignment data from CMS-ID/BBD will be used in other readiness reporting system used by the Navy, such as COGNOS.

j. Enlisted requisitions.

(1) Requisition generation will be a direct reflection of all billets with no Sailor aligned at P9.



General Information

Availability. The EDVP is available to activities by accessing the CMS-ID/BBD application via <https://www.cmsid.navy.mil>. This program will remain in a web based environment. There is no current or planned afloat environment for CMS-ID. As such, activities with planned disconnected operations will need to establish procedures with their ISIC to manage their EDVP in advance of scheduled operations.

Access Requests. Access to CMS-ID/BBD is accomplished using various roles based on the user's positional authority. Access request submission instructions and forms are located on the NPC BBD web page <http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx>.



General Information

Actions: Required Validation. Users should refer to Billet Based Distribution User's Guide for detailed system processes. Review and maintenance of command personnel data is critical to ensure that requisitions generate accurately. Below is a list of required verification processes and recommended review schedules. Should an error or issue arise during the command's validation, report these to the command's Placement Coordinator at PERS-4013, who will work to fix or address with higher authority:

a. Enlisted Alignment Management

(1) The Activity Manning Manager (AMM) will review each Sailor assigned to their command and ensure their billet alignment best accounts for the work that the Sailor has been assigned. The alignment should consider the Sailor's Rating, Paygrade, and NEC(s) as they relate to the command's billets.



General Information

(2) Sailors should be aligned to funded billets first, then unfunded as needed. A Sailor aligned to an unfunded billet, or a refillable or non-refillable excess position will be considered “in excess of funded requirements” and may be used by the controlling TYCOM to fill a gapped, funded billet at another activity.

(3) Flag Review. The system reports data changes for both the Billet and the Sailor with a “flag” in the basic command alignment view under the Alignment tab, Flag column. Commands can use these flags to quickly identify changes in billet or personnel data that affect the alignment and impact readiness and Fit/Fill metrics. Flags will remain in place until the next monthly realignment cycle, when they will be cleared.

(4) PCS Order Validation. Commands will continue to receive Sailor orders using the current systems and processes. CMS-ID/BBD will allow the AMM to review a PG’s basic order information on the Sailor’s Personnel Detail screen. This information should be compared to the Sailor’s orders to ensure they are aligned. Note: Billet information will not be found on the orders.



General Information

(5) The PG/PL report will provide a summary of all Projected Gain and Loss Sailors. The AMM will review each Sailor that reflects on the PG/PL Report. If the reported loss/gain date information is in error or needs to be adjusted, the AMM shall contact their Placement Coordinator to adjust as needed.

(6) Estimated Date of Loss to the Navy (EDLN): Sailors with EDLN dates may reflect as PLs on the PG/PL report. This is normally due to the EDLN coming before the PRD. The AMM should review the EDLN reason on the Sailor's Personnel Detail screen, under the Professional Information tab. If in error, the AMM should work with the Sailor's Enlisted Community Manager (ECM) to correct issues.

(7) PRD Management. The Sailor's PRD is a key factor in the generation of a requisition; if the PRD is in error a replacement requisition may be generated too late and create a gap in the command's manning. Errors can also generate a requisition too early and create a manning surplus and an inefficient usage of distributable inventory.



General Information

(8) NEC Management. The AMM shall review Sailors' NEC inventory and request realignments or DNEC adjustments to maximize the usage of command's NEC inventory. Errors in the Sailor's NEC inventory should be addressed with the command's Placement Coordinator. DNEC assignments should be made based on the aligned billet requirements. In some instances, DNEC assignments can be made without regard to the aligned billet requirement to identify NEC compensation independent of the Sailor's alignment. This process is called Bridging and is covered in Billet Based Distribution User's Guide. Bridging is an important factor when measuring NEC and Critical NEC Fit.

(9) Career Waypoint Status Review. The AMM is able to review a Sailor's C-WAY status on the Sailor's Personnel Detail screen, under the Support Information tab. Issues with the C-WAY information should be addressed with the C-WAY Help Desk.



General Information

(10) Eval/Fitrep Review. The AMM can review a Sailor's Eval/Fitrep information under the Sailor's Personnel Detail screen, under the Support Information tab. Errors should be addressed with the Electronic Service Record (ESR) Help Desk.

(11) PRIMS Review. The AMM can review a Sailor's PRIMS information under the Sailor's Personnel Detail screen, under the Support Information tab. Errors should be addressed with the Physical Readiness Program (PRIMS) Help Desk (PRIMS@NAVY.MIL).

(12) Special Pay Management. The AMM can review a Sailor's Special Pay information under the Sailor's Personnel Detail screen, under the Special Pays Information tab. Errors should be addressed with PERS-813.



General Information

(13) NSIPS Transaction Validation. The AMM will be able to monitor a Sailor's information changes submitted via NSIPS in BBD. Once the changed information has been processed by NSIPS, BBD data will reflect the same change.

b. Weekly Reviews.

(1) Monitor Billet changes which could require an adjustment of the alignment. Address issues or discrepancies with the command's Placement Coordinator.

(2) Validate PG and PL orders. Address issues or discrepancies with the command's Placement Coordinator.

(3) Validate NEC inventory for assigned and PG personnel. Address issues or discrepancies with the command's Placement Coordinator.



General Information



(4) Validate transactions transmitted via NSIPS or other corporate data systems. Ensure the changes made are reflected in BBD. If transactions did not update info in BBD, re-transmit entry via the applicable system.

(5) Review personnel assigned that are currently unaligned. The AMM should recommend an alignment to the PC or wait until the next realignment cycle, at which time the system will align the Sailor to the most appropriate billet.



General Information

c. Monthly Reviews.

(1) Review current and projected manning and report critical shortages to ISIC and/or applicable TYCOM.

(2) Review Sailor alignments and if changes are required, transmit updates to your Placement Coordinator via email or message. Special attention should be placed on reviewing Sailors that are within one month of becoming a Projected Loss. The AMM may desire to realign a Sailor currently aligned to a different billet into this billet to preclude creation of a requisition.

(3) Review DNEC assignments and if changes are required, transmit updates to your Placement Coordinator via email or message. Usage of the Gapped NEC Report will make analysis of possible DNEC actions more efficient.

(4) Review PRDs for assigned personnel and transmit a NAVPERS 1306/7 for PRD adjustment to the applicable Rating Detailer in PERS-40.



General Information

(5) For operational units with limited female availability; validate the female and embarked berthing allocation on the Female Distribution at Sea Report. Changes should be submitted to the appropriate TYCOM via the appropriate ISIC. The TYCOM will provide the validated allocation change request to PERS-4013 via the Manning Control Authority USFF. PERS-4013 is responsible for updating the approved berthing allocation in the NAVACTSTAT system, which will reflect on the Female Distribution at Sea Report the day after the entry is made.

(6) Validate command contact information (points of contact, Phone numbers, E-mails and WEB Page links under the UIC Link on the Command Home Page. If in error, inform the activity's POC with the Command Role to correct.



The End!